

# Associated Students of Hartnell College Constitution



## PREAMBLE

We, the Students of Hartnell College, adopt this Constitution as the Structure in which the voice of the Students shall be carried and represented on campus, off campus, and throughout Shared Governance at the college, regional, state, and federal levels, and that through this voice, Students shall:

- I. have access to programs, services, and facilities that will support them in their academic pursuits and development as able citizens and future leaders,
- II. have access to educational and multi-cultural activities and events,
- III. have their rights and responsibilities as Students protected.

## ARTICLE I

### Name, Color, Insignia, & Emblem

**Section I.** The name of this organization shall be the Associated Students of Hartnell College (herein after referred to as the ASHC).

**Section II.** The colors of the ASHC shall be maroon and gold.

**Section III.** The official insignia of the ASHC will be the following:



## ARTICLE II

### Membership

**Section I.** All current registered Hartnell College Students shall be represented by Officers of the ASHC. An Officer of the ASHC shall be elected in General Election by currently registered Hartnell College Students, or have been appointed by the approval of the ASHC, while adhering to all Hartnell College Board of Trustee Policies and Administrative Procedures.

- All Officers are required to attend all ASHC meetings.
- All Officers are required to participate in activities coordinated by the ASHC.
- All Officers are required to represent Students on Shared Governance Councils/ Committees (schedule permitting).
- All Officers are required to submit a monthly written report to the ASHC Advisor for informational purposes.
- All Officers are voting members.

**Section II.** All current registered Hartnell College Students shall comprise the Student Body and hold equal voting rights in ASHC Elections.

## **ARTICLE III**

### **Jurisdiction**

**Section I.** The ASHC shall consist of an Executive Branch and a Legislative Branch.

**Section II.** A term of an ASHC Officer begins when the Student is sworn in to the position and concludes at the end of the last regularly scheduled meeting of the Spring Semester.

## **ARTICLE IV**

### **Executive Branch**

**Section I.** The functions of the Executive Branch are:

1. To administer the affairs of the ASHC.
2. To enforce the provisions of the ASHC Constitution and ASHC Rules and Procedures.
3. To coordinate and implement a leadership program and workshops or trainings for incoming Officers and currently serving Officers throughout their term.

**Section II.** The Executive Branch shall consist of four positions:

1. President
2. Vice President
3. Treasurer
4. Secretary

**Section III.** In the case of the removal of the President from Office, or his or her resignation, or inability to perform the duties and responsibilities, the Vice President will succeed the President.

1. Upon succession of the President, the ASHC must appoint a new Vice President the first meeting he or she acts as President.

**Section IV.** Prerequisites for Executive Positions:

1. A candidate for President must have completed 24 academic units at Hartnell College.
2. A candidate for Vice President, Treasurer, or Secretary must have completed 12 academic units at Hartnell College.
3. Shall have served on the ASHC for at least one full semester or at least one full term as a Club Officer of a Hartnell College Club.

4. An Officer shall serve for no more than two terms in the Executive Branch.

## **Section V. Duties of Executive Branch Officers**

### **President**

(\$1,000 Stipend per term)

1. Shall attend all Board of Trustee Meetings.
  - a. Shall appoint an alternate in the case of the President's absence at the Board of Trustee Meeting.
  - b. If neither the President nor the appointed alternate is able to attend the meeting, the Student Trustee will report on behalf of the ASHC.
2. Shall represent Students on the College Planning Council.
3. Shall serve on the ASHC Finance Committee.
4. Shall propose to the ASHC appointments of Senators, Directors, Committee Chairs, Shared Governance Representatives, and other officers as deemed necessary outside of regular elections.
5. Shall be responsible for the administration of the ASHC web page on the Hartnell Web Site.
6. Shall be ex-officio Officer of all ASHC committees.
7. Shall enforce all actions taken by the ASHC, including the coordination of the ASHC Committees.
8. Shall have the authority to appoint ad hoc or special committees as needed or requested by the ASHC.

### **Vice-President**

(\$900 Stipend per term)

1. Must perform the duties of the President in his or her absence.
2. Shall succeed the President position if the President resigns or is removed.
  - a. If there is no Vice President, the position will be appointed by the ASHC.
3. Shall plan, coordinate, and implement a leadership program and workshops or trainings for incoming and currently serving Officers throughout a term.
4. Shall serve on the ASHC Finance Committee.
5. Shall coordinate the elections process.
6. Shall have the authority to appoint ad hoc or special committees as needed or requested by the ASHC.
7. Shall manage the recruitment and appointment of student representatives on all shared governance councils/committees.

## **Treasurer**

(\$800 Stipend per term)

1. Shall maintain ASHC and ICC budget oversight and management.
2. Shall assume responsibility for coordination, preparation, and presentation of the annual budget to the ASHC.
3. Shall serve on the ASHC Finance Committee.

## **Secretary**

(\$800 Stipend per term)

1. Shall keep a permanent record of all ASHC Business including records of the resolutions and Rules and Regulations passed by the ASHC.
2. Shall publish agendas and minutes for all ASHC meetings.
3. Shall prepare and manage forms, policies, contracts, schedules, charts, and letters concerning ASHC business.

## **Article V**

### **Legislative Branch**

**Section I.** The functions of the Legislative Branch are:

1. To adopt measures necessary to serve the interests of the ASHC and the Student Body.
2. To create, implement and promote programs, services and activities that will support Student engagement and Student success at Hartnell College.

**Section II.** The Legislative Branch shall consist of up to 11 Officers.

- Director of Public Relations
- Director of Inter-Club Council
- Director of Programs & Services
- 8 Total Senators (5-At Large, 1 South County, 1 Alisal, 1 Evening/Weekend/Online)
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**Section III.** Prerequisites

#### **1. Directors**

- a. Must have completed 12 academic units at Hartnell College prior to taking office.

#### **2. Senators**

- a. Must be enrolled in at least 9 units at Hartnell College by the time of taking office.

- b. Must be in good academic standing by time of taking office.

**Section IV. Duties of Officers of the Legislative Branch:**

**Director of Public Relations**

(\$800 Stipend per term)

1. Shall be responsible for press relations regarding approved ASHC Business.
2. Shall act as liaison between the ASHC and the College media for distribution of information to the students.
3. Shall handle all information distributed to the Student Body, including ICC events.

**Director of Inter-Club Council (ICC)**

(\$800 Stipend per term)

1. Shall coordinate and direct the ICC.
2. Shall Chair Inter Club Council (ICC) meetings.
  - a. Required to appoint ASHC Officer as Vice Chair.
3. Shall publish agendas and minutes for all ASHC meetings.
4. Shall be responsible for coordinating Club promotion and recruitment, Club Days, and Club Community Service Projects.

**Director of Programs & Services**

(\$800 Stipend per term)

1. Shall organize, coordinate, and expand all approved ASHC programs and services.
2. Shall maintain and expand the ID card program.
3. Shall perform an audit of each program every semester.

**Senators**

(\$400 Stipend per term)

1. Shall ensure the full representation of Students from all Hartnell College sites in the ASHC.
2. Shall complete specific duties designated by the ASHC.
3. Shall serve on ASHC committees and Hartnell College Shared Governance Councils and committees.

## **ARTICLE VI**

### **Removal and Vacancies**

#### **Section I. Removal**

1. An Officer is subject to removal from the ASHC for the following:
  - a. Fails to maintain the requirements throughout a term.
  - b. Fails to abide by the Student Code of Conduct and the ASHC Governing Documents.
  - c. Fails to perform his or her duties in the position he or she holds.
  - d. Fails to uphold a safe, professional, and inclusive work environment for ASHC Officers and Hartnell College Students.
2. Removal of any Officer of the ASHC shall be called for by the Advisor of the ASHC or a two-thirds vote of the ASHC.
  - a. The Officer shall have the opportunity to speak on his or her own behalf.
  - b. A signed statement by the Advisor of the ASHC or a two-thirds vote of the ASHC shall be required to remove that Officer from the ASHC.
3. The removal of an Officer is effective immediately and indefinitely.
  - a. A removed officer will not be accepted to run or to be appointed for a future position on the ASHC.
  - b. The signed statement or the minutes in which the removal took effect will be kept to reflect the action.

#### **Section II. Vacancies**

1. Vacancies may be filled by a special election or by appointment, with a majority vote by the ASHC.
  - a. At beginning of the Fall semester, an Appointment Committee must be formed by the second regular meeting if there are any vacancies.
  - b. The Appointment Committee will interview applicants and provide recommendations to the ASHC.

## **Article VII**

### **Attendance**

#### **Section I. Meetings**

1. ASHC meetings will operate in accordance with the Brown Act and current Robert's Rules of Order
2. A majority of current ASHC Officer's shall constitute a quorum.
3. The Chair shall be appointed by the ASHC at the first meeting of a term.

- a. A Vice Chair shall be appointed to succeed the Chair in his or her absence.
4. Officers of the ASHC are required to attend all ASHC meetings.
5. Officers shall be removed from their position after the fourth unexcused absence during a term.
  - a. Excused absences will be determined by the ASHC Advisor within a timely manner.
  - b. Removal will take place the proceeding regularly scheduled ASHC meeting.
6. Officers must be present within ten minutes after the Call to Order at the meeting to be considered present.

## **ARTICLE VIII**

### **Amendments**

#### **Section I. Constitutional Amendments**

1. The ASHC Constitution Committee may propose amendments to the current ASHC Constitution.
  - a. The ASHC shall approve amendments by a consensus vote.
  - b. The approved amended Constitution must be approved by the Hartnell College Board of Trustees for adoption.
  - c. The amended Constitution is effective immediately.